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ABSTRACT

This guide describes how to include employees and school customers in decision making. It stresses the belief that inclusion results in better decisions than those made by individuals or by a specific group. The volume is directed to two audiences: practitioners and citizens who are responsible for making decisions related to a school's human resources, programs, or activities, and graduate students who intend to become school administrators. The book is organized into 12 chapters. Each chapter ends with real-life examples, a summary, and a list of exercises. The chapter titles include "Getting to Know You," "Teaming for Success," "Enlarging the Circle," "Enlarging the Circle Again," "Communicating Is the Key," "Admitting We Don't Know It All," "Marketing the Good Stuff," "Getting Great Marks from Our Customers," "Developing a Total Instructional Systems Approach," "Winning Is Better Than Fighting," Solving Problems," "Problems Everywhere," and "Being Accountable." Topics that are covered in the chapters include the similarities and differences among people, clarification of the word "team," strategies for increasing the numbers of those involved in the school, and information on strategic-planning committees, tactical planning, ideal visioning, nonverbal clues, staff-development structures, and the external marketing needs of a school district. (Contains 94 references and an index.) (RJM)

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